

Job Opportunity – Administrator, Political Action and Education (500-05)

Title: Administrator, Political Action and Education Division

Location: Employee Relations Division, OPSEU/SEFPO Head Office, 100 Lesmill Rd., Toronto, ON M3B 3P8

Reporting To: President of OPSEU/SEFPO

Start Date: To be determined

Search Type: Open to all - staff, members, and the community

Ontario Public Service Employees Union/Syndicat des employés de la fonction publique de l'Ontario

OPSEU/SEFPO represents approximately 180,000 members across Ontario. They are full-and part-time workers, as diverse a group as you could imagine. OPSEU/SEFPO's members work for the Ontario government, inside community colleges, for the LCBO, in the health care and education sectors, and they are employed in a wide range of community agencies within the broader public sector.

OPSEU/SEFPO has an incredibly talented, knowledgeable, and dedicated workforce that provides the highest level of support to its diverse membership. OPSEU/SEFPO's approximately 350 employees believe in the labour movement and stand at the frontlines to support members and fight for what is right for the working people of Ontario. OPSEU/SEFPO's exceptional team works across Ontario to engage with and represent the rights of members in their workplaces and communities, negotiate collective agreements, advance workplace health and safety, win mediations and arbitrations, plan and deliver educationals, conferences and events, promote anti-harassment and anti-discrimination practices, address equity-related matters, organize new members, prepare and disseminate communications, plan and execute campaigns, and perform the internal work that ensures the organization runs smoothly and efficiently for the membership.

OPSEU/SEFPO's employees belong to two internal staff unions: the Ontario Public Service Staff Union (OPSSU) and the Administrative Staff Union (ASU). OPSEU/SEFPO also has a small group of non-unionized employees that work in the Legal Services and Employee Relations Divisions, as well as in the senior leadership domain.

It is within this context that OPSEU/SEFPO welcomes applications and nominations for the appointment of its **Administrator, Political Action and Education ("Administrator")**.

About This Opportunity

Reporting to the President, the Administrator is a member of the senior leadership team and provides sound advice to the President's Office while playing a vital leadership role in shaping and executing the strategic goals of OPSEU/SEFPO.

We are looking for an individual who understands that the power of trade unions comes from engaging and supporting members to organize for a better Ontario for workers. The successful candidate will be a creative and thoughtful leader who has experience leading in several of the following areas: member education; communications; political campaigns; policy analysis and research; and organizing.

Candidates must have a demonstrated ability to foster an inclusive union culture and to advance equity, diversity, inclusion, and accessibility programs, strategies, and principles.

Principal Duties:

- Lead staff responsible for member education; communications; campaigns; policy analysis and research; and internal organizing
- Plan, budget, and administer the roll out of large-scale political campaigns
- Work with the President's office and staff to design and implement internal/external facing, strategic communications across multi-modal platforms
- Oversee OPSEU/SEFPO education initiatives
- Manage policy analysis and research
- Support member engagement and organizing initiatives
- Work collaboratively within complex, multi-disciplinary teams to advance the goals of OPSEU/SEFPO members
- Represent OPSEU/SEFPO in joint initiatives with community, labour partners, and allies
- Perform other related duties as assigned

Core Competencies:

- Proven ability to think strategically, develop a vision and translate strategy and organizational requirements into clear, actionable goals, motivate team performance, and achieve measurable results
- Demonstrated capacity to direct and manage a team of professionals

- Significant knowledge of the principles of organizing workers for collective change
- Current knowledge of policy and legislation and other trends that affect Ontario's workers
- Substantial understanding of strategic communications
- Proven track record of implementing large-scale campaign/initiatives
- Ability to support member education initiatives
- Sustained commitment and ability to foster an inclusive union culture, and recognize equity as an essential and core value
- Strong and sound judgement, with an ability to make thoughtful decisions that account for both short-term and long-term impacts

Qualifications:

While qualifications are important, we also recognize that lived experience and other experiences that are unique to the individual and are not reflected in formal education or work experience, may render a candidate qualified for the position. If you do not meet the requirements and/or experience thresholds outlined but feel that you have the experience and skills to excel in this position, please apply and share with us why you feel you are the ideal candidate for the position.

We offer the following qualifications as guidelines:

- Completion of post-secondary education in a field that supports this position
- A minimum of 7-10 years of experience in a related position, with experience in complex unionized work environments
- A minimum of 3-5 years of senior leadership experience, preferably in a not-for-profit organization
- French and/or additional language skills are an asset

What to Expect:

- Competitive compensation package
- Comprehensive and robust health, medical, and dental benefits
- Short-term and long-term disability income protection programs and life insurance
- Paid sick days
- Generous paid time-off entitlements for you to reset and recharge
- Out-of-country travel insurance
- Defined benefit pension plan
- Wellness program
- Professional development
- Employee & Family Assistance Program
- Respect, feeling valued, and being part of something special

Employment Equity

OPSEU/SEFPO supports employment equity. Racialized workers, women, Indigenous workers, 2SLGBTQ+ workers and workers with disabilities are encouraged to apply. For the purpose of statistical data collection, applicants are strongly encouraged to voluntarily self-identify. OPSEU/SEFPO's diverse workplace also supports Francophone workers and young workers.

Accessibility & Accommodation

We are committed to an inclusive, accessible and welcoming hiring process that provides reasonable accommodation to all applicants. Please advise should you require any accommodation to participate in this posting, recruitment, selection and/or assessment processes. Please reach out by email or mail and we will work with you to meet your accessibility needs.

Expression of Interest:

All applications must be sent as a PDF, and should include

- Letter of Interest
- Resume
- Any other supporting materials (optional)

Please submit the above to the attention of President JP Hornick by emailing your application to the Employee Relations Unit at competitions@opseu.org.

APPLICATIONS: Must be received by October 28, 2022 (by 4:00 p.m. – Eastern Time)